

PERFORMANCE EVALUATION FORM

NAME: _____ POSITION: _____
SUPERVISOR: _____ REVIEW PERIOD: _____

RATING LEVELS

- 5 DISTINGUISHED -- Performance is notable and excellent, conspicuous. The key must be consistency; performance clearly and obviously above expectations and objectives
- 4 COMMENDABLE -- Performance notably better than acceptable though not outstanding; exceeds or completely meets all goals without questions, seeks and implements improvements.
- 3 COMPETENT -- Performance fully meets reasonable standards and is fully acceptable. Steady performance.
- 2 FAIR -- Performance meets only minimum requirements; improvement is needed.
- 1 MARGINAL -- Performance is unsatisfactory.

PART I:

List five predetermined goals or objectives, major projects, special assignments, or position duties to be evaluated.

- a. Where predetermined and predefined goals or objectives have been established performance based on those goals or objectives should be evaluated.
- b. If goals and objectives have not been established but special assignments or major projects have been assigned or undertaken such assignments on projects should be evaluated.
- c. In cases where a and b above are not applicable, performance of major duties and responsibilities of the position should be evaluated.

GOAL/OBJECTIVE/ASSIGNMENT

RATING	PROJECT/DUTY	COMMENTS
5 4 3 2 1	1.	1.
5 4 3 2 1	2.	2.
5 4 3 2 1	3.	3.
5 4 3 2 1	4.	4.
5 4 3 2 1	5.	5.

PART II. PERFORMANCE FACTORS: The following performance factors tend to reinforce the performance levels identified in Part I. Rate the factors by circling the appropriate level of performance. Record any comments you may have.

RATING	FACTOR	COMMENTS
5 4 3 2 1	1. COMPETENCE IN FIELD OR SPECIALTY: Knowledge essential for performance in position; understanding of objectives, duties and responsibilities.	1.
5 4 3 2 1	2. ORGANIZATIONAL AND ADMINISTRATIVE EFFECTIVENESS: Ability and effectiveness in establishing priorities; allocation of resources; implementation of tasks and programs; understanding of interrelationships of total assignments.	2.
5 4 3 2 1	3. RELATIONS WITH OTHERS: Ability and willingness to effectively work with superiors, subordinates and peers as well as non-diocesan personnel toward the best interest of the Diocese.	3.
5 4 3 2 1	4. INITIATIVE AND RESOURCEFULNESS: Creativity; self reliance; development and implementation of new approaches or methods.	4.
5 4 3 2 1	5. LEADERSHIP: Ability to develop subordinates and utilize their abilities and talents.	5.
5 4 3 2 1	6. JUDGMENT: Consider promptness of action; soundness of decision; application of good management principles.	6.

RATING	FACTOR	COMMENTS
5 4 3 2 1	7. PROFESSIONAL DEVELOPMENT: Capacity and desire to broaden perspectives and increase professional abilities.	7.
5 4 3 2 1	8. CONTRIBUTION TO OVERALL GOALS OF DEPARTMENT; SECRETARIAT, AND DIOCESE: Sense of direction; responsive- ness; service provided.	8.

PART III. FUTURE GOALS: Identify goals or planned accomplishments for the next review period.

1. _____

2. _____

3. _____

4. _____

5. _____

PART IV: PROFESSIONAL DEVELOPMENT

1. **SIGNIFICANT CHANGES:** Indicate any significant changes in performance since the last evaluation.

2. **DEVELOPMENT AND TRAINING:** Indicate any training or development activities completed since the last performance evaluation.

3. **FUTURE GROWTH:** Indicate any areas of training or development which might be undertaken in the coming review period.

SIGNATURE OF PERSON
PREPARING SELF-EVALUATION
